

C O N F I D E N T I A L

BG

22 DEC 1988

MEMORANDUM FOR: Director of Information Resources

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Space Requirements [REDACTED]

REFERENCE: Memo for D/OL fm D/OIR, dtd 30 Sep 88, Same Subject

1. With regard to your space requirements, Rooms A-J in Suite 407, Ames Building, will be made available for your needs. The space, previously assigned to the Office of Information Technology (OIT), is delineated on the attached floor plan. [REDACTED]

2. OIT has been most cooperative in making this space available for you. Currently the suite still houses furniture, safes and phone hook-ups. You will need to work with OIT as to which equipment can stay and which will need to be removed. [REDACTED]

3. A copy of this memorandum is being forwarded to External Buildings Division, Facilities Management Group (EBD/FMG), which will assist you in making the space habitable. [REDACTED] C/EBD/FMG, can be reached on extension [REDACTED]. Do not hesitate to contact him if you have any questions. [REDACTED]

John M. Ray

Attachments:

- A. Reference
- B. Floor Plan

cc: D/OIT
C/SS/OIT
C/EBD/FMG/OL

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25X1

SUBJECT: Space Requirements

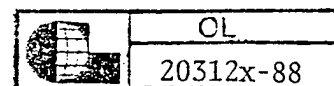
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OL/FMG/SPD (9 December 1988)

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30 SEP 1988

MEMORANDUM FOR: Director of Logistics

FROM:

Director of Information Resources

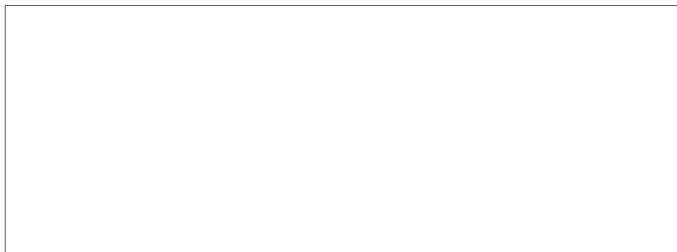
SUBJECT: Space Requirements

1. The Office of Information Resources requests your assistance in providing additional workspace for employees. Within the last six months the Deputy Director for Intelligence has tasked OIR with the additional responsibility of the SAFE project. This additional function has brought new positions to OIR, thus increasing our present space requirements. To accommodate the new workstations this Office has been consolidating redundant activities, closing down storage areas, and sacrificing meeting rooms. We will shortly begin construction to improve our situation. However, we have reached the saturation point.

2. In light of the space constraints in the Headquarters compound, I would be willing to accept space in the Rosslyn area at either Key Building or Ames Building. We have studied the functions of our various activities and have identified a compliment of who can perform their support function outside the Headquarters compound.

3. The employees selected would require secure and non-secure telephone service along with access to both the General and SAFE Computing Services. They have no unique equipment or special requirements.

4. Your assistance and guidance will be greatly appreciated.



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